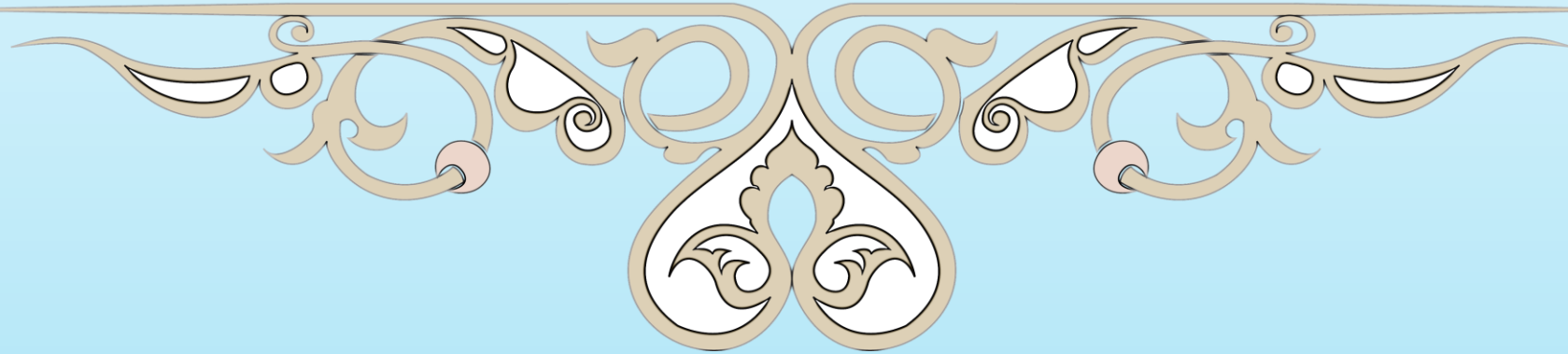


# How to prepare a good CV



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Mech. Power ENG

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Phone: +201229274519

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Linked In : <https://goo.gl/AGS123>







ألا نريد مناقشة أمر الرائب؟؟

# Course content:

- Objective.
- Companies system/Target.
- Historical review about CV.
- Types of modern CVs.
- Why do I need to have a CV.
- How can I write an effective CV.

# Objective

*After this session we should be able to:*

- ✓ Recognize the importance of writing a good CV .
- ✓ Recognize the importance of having a correct spelling, punctuation, grammar and meanings in your CV .
- ✓ Be able to differentiate a “bad CV” and suggest ways of improving it.
- ✓ Identify your own skills and personal qualities.
- ✓ Prepare and type up your own CV.

# Companies Targets

- Mission



- Vision



- Strategy !!



- To achieve the vision you should have a team.
- Team selection will depend mainly on the responsible person (HR/Manager/etc.).
- The right employee.  
“An interviewer can successfully select a **suitable candidate** after making an interview, but the keys for this interview can be obtained from your CV”





# Matching up your CV with the position/company

- ▶ It is not 'one size fits all', you need to **tailor** your CV to each position you apply for.
- ▶ Research the company. Do they have a **mission statement** or core values? What will they be looking for in you? Who works there at the moment? What are they passionate about?





[illegible]

- In 1482, Da Vinci listed his capabilities and skills down on paper, to send off to a potential employer, the Duke of Milan.
- In 1950's that CV's are used as a matter of course in applying for job.
- The CV remained a document of choice and often drafted up at interview with an employer as a formality for being offered the job.
- E-mail, applying for jobs online, creating CV's using online CV builders, and social media being used to apply for jobs or at least network about available positions.
- Video, LinkedIn and so on.

## CV Types Nowadays:

- **One Paper :**  
Like Driver, Worker, Housekeeper etc..
- **Two Papers**  
Like **Postgraduate**, Secretary, Sales representative
- **More than five papers to ten papers**  
Like Managers, Reporter, **and all that have +10 years of experience**

# There Were:

## ➤ Chronological b

- ❖ Traditional approach
- ❖ Useful if you have experience-directly related to the job/you're applying for
- ❖ Skills should be repeated in various sections of the CV.
- ❖ There is a danger of a chronological CV being dry to read.

## Rhonda Dolliver

87 Dearborn Avenue, Acton, TN 98543 • (324) 209-6543

### Qualifications Summary

Administrative Support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multi-task effectively. Capabilities include:

- Customer Service & Relations
- Word Processing & Typing
- Computer Operations
- Accounts Payable/Receivable
- Filing & Data Archiving
- Office Equipment Operation
- Telephone Reception
- General Accounting
- Problem Solving

### Experience Highlights

#### Administrative Support

- Performed administrative and secretarial support functions for the Vice President of a large sportswear manufacturer. Coordinated and managed multiple priorities and projects.
- Provided discreet secretarial and reception services for a busy family counseling center. Scheduled appointments and maintained accurate, up-to-date confidential client files.
- Assisted with general accounting functions; maintained journals and handled A/P and A/R. Provided telephone support; investigated and resolved billing problems for an 18-member manufacturer's buying group. Trained and supervised part-time staff and interns.

#### Customer Service & Reception

- Registered incoming patients in a hospital emergency room. Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving strict confidentiality.
- Conducted patient interviews to elicit necessary information for registration, accurate prioritization, and to assist medical professionals in the triage process.
- Orchestrated hotel special events and reservations; managed customer relations and provided exemplary service to all customers.

#### Management & Supervision

- Promoted rapidly from front desk clerk to assistant front office manager at an upscale hotel. Oversaw all operations including restaurant, housekeeping, and maintenance. Troubleshoot and resolved problems, mediated staff disputes, and handled customer complaints.
- Participated in staff recruitment, hiring, training, and scheduling. Supervised a front-desk staff.

### Employment History

**ACCOUNTING ASSISTANT**, Guardian, Inc., Gonic, IL  
**PATIENT SERVICES REGISTRAR**, Grogan Health System Hospital, Grogan, MA  
**ASSISTANT FRONT OFFICE MANAGER**, Sheraton Exeter, Exeter, CA  
**RECEPTIONIST / SECRETARY**, Family Counseling & Guidance Center, Griffith, CA  
**ADMINISTRATIVE ASSISTANT**, Greenland Sportswear, Grant, CA

### Education & Training

Grogan College, Exeter, CA (1988 - 1989)  
**Concentration in Business Administration**  
Technical College, Gonic, IL (1999 - Present)  
Hager College, Grogan, MA (1996)  
**Introduction to Computers and MS Office 2000**

### Community Involvement

Committed to community service. Extensive volunteer history includes involvement in public schools, Habitat for Humanity, children's homes, and community soup kitchens, work with the elderly, and quilts for children with cancer.

## of the two

are the best and most important elements of chronological and skills-based CVs.

includes a separate but larger skills section than the "skills" CV

allows space to include commentary within work experience

n



# You are Marketing yourself



You are selling your skills and capabilities

## CV Format:

- Header
- Objective
- Education
- Work Experience
- Research/Training
- Courses/Skills
- Honors/Activities
- Experience/Projects

- **Header Section:**

- **Name**

- Must be the first line of resume
- Bold
- Larger than the largest font used in body

**Abdullah Lotfy Abdullah Al-Qublawi**

- **Address**

- Current address preferable

**Home no./Street/Area/Governorate/Country**

**57St, Miami, Alexandria, Egypt.**

- **Header Section:**

- **Email Address**

- Use professional email addresses preferably with name

[Ahmed.Samir@yahoo.com](mailto:Ahmed.Samir@yahoo.com)  
[Abdullah.mech@gmail.com](mailto:Abdullah.mech@gmail.com)

- **Phone number**

- ▶ **International (Mobile):** Country code + Local Number = (+20) 12292744519
- ▶ **International (Land-Line):** Country code + Governorate + Local Number = (+20)-47-3134141

- **Website / LinkedIn**  
If there

**Website:** [WWW.EnAbdullah.com](http://WWW.EnAbdullah.com)  
**LinkedIn:** <https://www.linkedin.com/in/Abdullah.Alqublawi>



- **Header Section:**

**Don't use:**

**Emails like :**

Nora\_alamora@yahoo.com  
Sweety.dreems@Hotmail.com  
aboudyown@gmail.com



**Many Phone numbers:**

- Only one local number
- And international if there !

- **Objective:**
- Optional but highly recommended
- Statement must be clear, concise and to the point
  - Bad: “*I want to get a job*”
  - Weak: “Seeking a position as a mechanical engineer.”
  - Good: “Seeking a position as a mechanical engineer where extensive experience will be further developed and utilized.”
- Avoid being over specific
- Should include direct relation with mission and vision of the company.

- **Education:**
- Educational qualifications from highest to lowest
- Do not use high school details once you have graduated
- Must include years in school

**Bachelor's degree in Mechanical Engineering sept 2013 - July 2018**  
**Kafr El-Sheikh University, Kafr El-Sheikh, Egypt**  
**Grade: 99.99% “xxxxxxxxxxxxx”**  
**Project: .....**

- **University name** – Dates attended (from – to)
  - **Degree subject** – Classification

Add some detail on modules, specialisms, projects, papers etc.

# • Work Experience

- Experience should be listed in reverse chronological order
- POSITION TITLE, ORGANIZATION NAME, CITY, STATE/PROVINCE, DATES EMPLOYED  
(Include months unless this shows big gaps of unemployment )
- Strongly recommended that your experience should be related to the position you are introducing your CV for.

## ▶ **WesternGeco, Cairo center, Schlumberger ltd.**

▶ **Position:** “Senior Geophysicist” – December 2010 to present.

- Land Data Processing Team.

### ▶ **Job Responsibilities:**

- Processing of the seismic data in time domain.

- Monitor the quality of the seismic data.

- Understanding the client targets and try to achieve it on the best way.

### ▶ **Experiences:**

- Involved in many projects with different types of data (10 projects).

- State your training courses, your projects and whatever details you think it will add value.



- **Work Experience**

If you have no paid work experience, give examples from voluntary work or from your course:

➤ **Resala Charity Organization:**

- Volunteer member at Orphans committee, KFS branch, since 2012
- ID Number 2121321.
- Main duties:
  - Collecting fund for the orphans education.
  - Helping families with no hosts.

# • Trainings/Internships

## With details

**WesternGeco, Schlumberger Egypt, January, 2013.**

- Understanding the basic processing flow.
- QC the seismic data to insure the quality of the data.
- Understanding the physical and mathematical equation behind each process.

or not,

### **Training in PTROJET Company**

- Location: Edco, Al-bhera
- From 2<sup>nd</sup> Aug To 28<sup>th</sup> Aug 2014

### **(Training in Egyptian International Motors Company (EIM**

- Location: Al-Mansoura, Al-Dakahlia
- From 2<sup>nd</sup> Aug To 20<sup>th</sup> Aug 2015

- Skills

- Skills could be clarified more but its not preferable to use too much words.
- Good communication skills, both oral and written, gained from delivering clear presentations and producing well-structured academic assignments whilst at university



!

# • Skills

## ➤ Language skills:

- English: Excellent/Fair/Good/V.Good. (Certified: AUC/Berlitz/TOFEL/IELTS)
- Arabic: Mother tongue.

## ➤ Computer skills:

- Solid works
- Auto cad 2D
- Mat lab
- Hourly Analysis Program (HAP)
- Revit MEP
- Microsoft Office (Word, Excel, Power Point)
- Internet (research browsing).



- Skills

- You can also add some soft skills:

**soft skills** include attitude, communication, creative thinking, work ethic, teamwork, networking, decision making, positivity, time management, motivation, flexibility, problem-solving, critical thinking, and conflict resolution.

But chose carefully what related to the job.

- **Courses:**

Should be clear and Without shortcuts  
And mention “certified” if it is.

You should mention the most relevant to the job  
you applying for

- Occupational Safety and Health Administration (OSHA)  
INFINITY Company - March 2015 “certified”
- Hydraulic Circuits I -- JELECOM Company – Jan 2016 “certified”
- HVAC system design -- JELECOM Company – Feb 2017 “certified”
- Micro Controller level 1 -- EGY CET Company – Sept 2014 “certified”
- Fire Fighting system design -- JELECOM Company – Feb 2017 “certified”

- **Reference:**

- ▶ Don't write unless requested.
- ▶ Write if it will add a value.

- ▶ **Mr. XXXX YYYYYY**

- ▶ **Position:** Senior Geoscientist, Apache Corporation, Houston, Texas, USA.
- ▶ **Phone number:** 713-481-2462
- ▶ **E-mail address:** [XXXXXXX\\_YYYYYY@apachecorp.com](mailto:XXXXXXX_YYYYYY@apachecorp.com)
- ▶ **LinkedIn profile:** [www.Linkedin.com/Profile/Za3bola](http://www.Linkedin.com/Profile/Za3bola)

- ▶ **Dr. SSSSSS YYYYYY**

- ▶ **Position:** Head of Environmental Geology Department, Cairo University, Egypt.
- ▶ **Mobil:** +20 100 1644 362
- ▶ **E-mail address:** [SSSSSS.YYYYYY@yahoo.com](mailto:SSSSSS.YYYYYY@yahoo.com)
- ▶ **LinkedIn profile:** [www.Linkedin.com/Profile/SSSS\\_YYYYYY](http://www.Linkedin.com/Profile/SSSS_YYYYYY)

# • Important Points:

- ▶ *Professionalism*
- ▶ *stick to the truth*
- ▶ *Focus on achievements and results*
- ▶ *Maintain a consistent writing style*
- ▶ *Avoid the use of “I” or “my”*
- ▶ *Modify your CV according to requirement*
- ▶ *Use easy-to-read language*
- ▶ *Get grammar and punctuation correct*
- ▶ *Follow the instructions*
- ▶ *Proofread*
- ▶ *Spell Check*
- ▶ *Update your CV regularly*



- **Covering letters:**

- ❑ Never send a 'naked' CV

- ❑ There are two types of covering letters:

- Speculative/accompanying letter
    - Letter of application

- **Covering letters:**

- **Speculative/accompanying letter**

- ▶ Should be three short paragraphs
    - ▶ Opening paragraph – why you are writing
    - ▶ Paragraph 2 – show knowledge of employer, highlight your skills
    - ▶ Paragraph 3 – Refer to your CV and availability

- **Covering letters:**

- **Letter of application:**

- ▶ Used when asked to 'apply in writing' or 'send CV and cover letter'
    - ▶ 1 side of A4 – similar to a UCAS personal statement
    - ▶ Opening paragraph – motivation for the job
    - ▶ Followed by background skills and experience developed through study, work experience and paid work
    - ▶ 'Matching up' with job description
    - ▶ What you can offer the employer

# Bad Examples



## Dwight K. Schrute, III

C/O SCHRUTE FARMS, MAIN STREET, HONESDALE, PA 18431  
(T) 570-555-1212 (E) DSCHRUTE@SCHRUTEFARMS.COM

### SUMMARY OF QUALIFICATIONS

- Star salesman, beet farmer, bed & breakfast proprietor, aspiring freelance bodyguard, office building owner, and former assistant [to the] regional manager
- Able to vanquish customer resistance through physically imposing alpha-male traits and insatiable, merciless, jackhammer-like techniques
- 13-time winner of Salesman of the Month award in 2005 and Salesman of the Year
- Leader and mentor of underlings
- Expert in martial arts weaponry, paintball, and pre-industrial German

### PROFESSIONAL EXPERIENCE

**Dunder Mifflin Paper Co., Inc., A Division of Sabre, Scranton, PA** 2005 - Present  
**Sales Representative / Former Assistant [to the] Regional Manager**  
*Micro-cap regional paper and office supply distributor*

- Close more sales with revenues totaling more US dollars than any other employee, past, present, and future (projected)
- Act as Regional Manager's eyes, ears, and right hand, overseeing and reporting on employee conduct, productivity, and arrival/departure times
- Instituted "Schrute Bucks" reward system, immeasurably raising office morale
- Serve as self-appointed enforcer of The Rules (Policies and Procedures Manual)

**Schrute Farms, Honesdale, PA** 1980 - Present  
**General Manager (concurrent with Dunder Mifflin / Sabre role)**  
*A family-owned 60-acre (240,000-square-meter) working beet farm*

- Manage operations at the #1 beet-related agritourism B&B destination in Northeastern PA
- Provide fine accommodations for beet enthusiasts in themed guest rooms representing "America," "Nighttime," and "Irrigation"
- Meet or exceed beet needs of local stores, restaurants, and roadside stands
- Facilitate recreational activities including but not limited to manure dodge ball, fresh butter statue sculpting, and beet syrup and rum making

### EDUCATION

Scranton University, Scranton, PA 1992  
Bachelor's Degree Business Administration GPA: 2.99987

### SPECIALIZED SKILLS

- Willingness to do anything to close a sale and/or please higher-ups
- Resistance to germs, viruses, fungi, and most other health threats
- Ability to raise and lower own cholesterol at will
- Others too numerous to mention

Resume written by Pongo Resume ([www.pongoresume.com](http://www.pongoresume.com)).  
Sources: Wikipedia.com (Dwight Schrute), TripAdvisor.com (Schrute Farms), NBC.com (The Office).





# Bad Examples

## Summary

I am a junior student  
majoring in  
economics with an  
interest in Marketing  
and Sales.

## Info

## Address

Narnia 15.  
10000 Zagreb

**Phone**

0981216123165

## Email

JohnDoe  
@gmail.com

## Social

## Skype

RealBrittney  
Spears

**LinkedIn**

Miljenka Granić

## Miljenka Pasteta

Marketing Intern

## Work Experience

Something Something Bla  
Bla

03/2017-04/2017  
Zagreb

Sales intern

Administrative work  
Scanning copying  
blablabaliblabla

Something Something Bla  
Bla

03/2017-04/2017  
Zagreb

Sales Intern

Administrative work  
Scanning copying  
blablabalbalbsa

Something Something Bla  
Bla

03/2017-04/2017  
Zagreb

Sales intern

Administrative work  
Scanning copying  
blablabalbalbsa

### Skills & Expertise

### Self Assessment of skills

### Personal Skills

Communication 

Organizational Skills 

## Languages

Croatian English 

### Technical Skills & Digital Competence

MS Office [REDACTED]

SAP MS Office SAP 

### Education

**Ekonomski Fakultet Zagreb**

03/2017-04/2017  
Zagreb

*Junior Year*

# Bad Examples

## Kathy Surname

[Address]

[Phone][E-mail]

### PROFILE

- Highly motivated Project Management Professional with experience and education in information technology, database management systems, and professional marketing and research.
- Exceptional level of versatility gained from a wide array of managerial and technical skills in sales and marketing, strategic planning, retail operations, product development, database design, and finance.
- Recognized for creativity and innovation at New Games in the development of novel ideas, and for the ability to think create highly professional documentation and marketing publications.

### PROFESSIONAL EXPERIENCE

#### SUBSTITUTE SERVICES, *Denver, CO*

4/2004 - Present

##### Substitute Teacher

- Providing classroom instruction for K-5 to high school students with an emphasis on math and science.
- Develop strategies for creating a positive learning atmosphere, with an emphasis on maintaining an environment where the students learn to succeed through cooperative and collaborative efforts.

#### SEATTLE CORPORATION, *Seattle, WA*

10/2003 - 2004

##### Shift Manager

- Responsible for the day-to-day management and operational oversight of a popular coffee shop including cash control, inventory, retail ordering, promotional set-ups, and customer service.
- Provided supervision of staff including hiring, orientation, scheduling, staff meetings, and training.

#### NEW MEDIA, INC., *Seattle, WA*

5/2002 - 12/2002

##### Marketing Research Analyst

- Participated in various market analysis and research projects that were designed to identify business opportunities, evaluate competition, define market characteristics, and assess customer preferences.
- Reviewed legal contracts, media information, advertising and sales media, and market research data.

#### MGM UNIVERSAL, *Los Angeles, CA*

1999 - 2001

##### Special Events Coordinator and Trade Show Assistant

- Provided logistical support, customer service, and product expertise for high-profile, promotional events including industry trade shows, expositions, and games developer conferences.

### EDUCATION

#### Master of Science Degree in Communications and International Management (1998-2005)

University of Massachusetts - Amherst, Massachusetts (GPA: 3.9)

#### Bachelor of Science Degree in Marketing (1998-2003)

Middle Ridge College -Portsmouth, New Hampshire

# Curriculum Vitae

## Name and Address

Beenish Mohsin  
House#40-A, Block A1, Johar town  
Lahore, Pakistan  
Contact # 0321-3000005  
E-Mail:  
[tara0055@live.com](mailto:tara0055@live.com)



## CAREER OBJECTIVE

- ✓ Anticipating for challenging place in reputable organization so as to apply my knowledge and skills besides enhancing my capabilities as a professional.
- ✓ To utilize talent, experience and qualification in a most effective manner towards building up a career in my related profession and to the world.

## PERSONAL INFORMATION

Name: Beenish Mohsin  
Father's Name:  
Date of Birth: 20/10/1984  
Domicile: Lahore (Punjab)  
Nationality: Pakistan  
E-Mail Address: [tara0055@live.com](mailto:tara0055@live.com)

## ACADEMIC Record

Degree	Year	Percentage	Board/ University
B.A	2008		Punjab University
B.S	2002		Lahore Board
Matric	2000		Lahore Board

## Personality highlights

- Optimistic & systematic approach.
- Enthusiastic about the job I get.
- Possess high level of tolerance.
- Resilient
- Polite, showing courtesy.
- Having an attractive and dynamic personality.
- Hospitable, reliable, possessing good management skills.
- Accommodating and obliging

## Experience

1. SPECTRUM LINES in D.H.A, Lahore, Jan 2010 to Feb 2011.  
(An outdoor advertising & Marketing Company) as Marketing Manager
2. EASTERN TV NEWS (ETN) in Gulberg II, April, 2011 to July, 2011  
An International News Agency as Manager Operations and Media Coordinator



## Technical Skills

- Windows
- MS Word
- MS Excel
- MS Power Point
- Internet

## Inherent Skills

- o Ability to handle different and challenging tasks.
- o Capability and confident of working in individual environment
- o Creative, resourceful and talented.

## References

- M. Asif Lecturer English  
Virtual University of Pakistan Lahore, Contact # 0333-6141094
- Tabina Khan Program Manager  
Freedom for life Radio Channel Islamabad, Contact # 0333-00001823

- **Be careful:**

- ▶ Time taken to give a look on CV is very limited !!

- ▶ Min: 15:20 Second.

- ▶ Max: 45 second.



- ▶ Comparing CVs based on:

- ▶ Visual impact

- ▶ Layout and use of headings

- ▶ Effectiveness with which skills have been highlighted

- ▶ Effectiveness in promoting the person concerned

- ▶ Which CV is more interesting to read?

- ▶ Which person would you interview and why?



Any questions ??

Thank you ^ ^